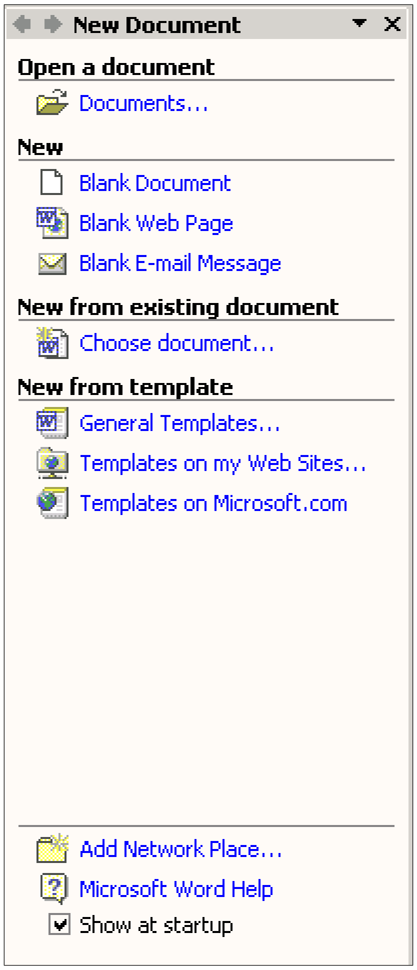
Microsoft Office XP is also known as the 2002 version. As in other upgrades, there have been changes in the document window and changes in features across Microsoft Office and in specific applications. This workshop is designed to help you transition from Microsoft Office 2000 to Microsoft Office XP for the classroom. We will focus on the changes that span the entire package and then highlight a few specific changes in each program.

New Features in Microsoft Office XP



New Document

Open a document

Documents…

New

Blank Document

Blank Web Page

Blank E-mail Message

New from existing document

Choose document…

New from template

General Templates…

Templates on my Web Sites…

Templates on Microsoft.com

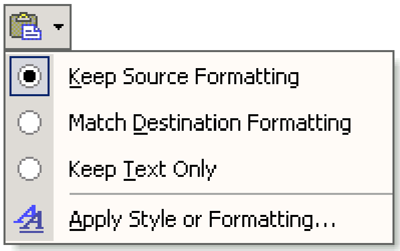
Add Network Place…

Microsoft Word Help

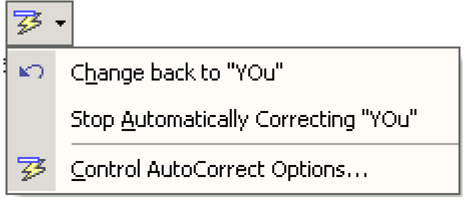
☑ Show at startup

One of the first things you will notice in Office XP is the Task Pane. This pane displays on the right side of the window; its contents vary depending on the task on which you are working and in which application. You can control whether or not the display most task panes by clicking View, Task Pane. The task pane shown at the right is the New Document Task Pane displayed in Microsoft Word. The headings categorize the tasks that can be completed in the pane; the options under each heading are hyperlinks that take you to that document or dialog box. Some task panes will display when you select the particular feature. For example, clip art is inserted from the Insert Clip Art Task Pane that will display when you click Insert, Picture, Clip Art. Options for inserting media files are organized on the pane for easy access. The Clip Organizer is another upgrade found in Office XP. In addition, a Clipboard Task Pane is displayed when you click Edit, Office Clipboard. When you collect and paste items in Office XP, they are stored in the Clipboard Task Pane. The task pane will store up to 24 items at a time.

Office XP includes a new, improved graphics system called GDI+. Throughout the package, drawing shapes and WordArt have smoother outlines. In addition, if you insert and resize digital photos, the pictures will stay sharper and clearer. The Drawing toolbar includes a new option for drawing diagrams. Options in the Diagram Gallery including cycle, pyramid, radial, Venn, and target diagrams as well as organizational charts. When a diagram is inserted in the document, a Diagram toolbar displays with a variety of options to customize the object.



You have a new sense of control with Option buttons in Office XP. When you paste information between documents or programs or when you use automatic features like AutoCorrect or AutoFormat, the buttons will appear.
Click the button to open the box and select from the options; the example to the right shows the Paste Option button with the box displayed. You can choose to keep the formatting that was applied in the original selection, reformat the selection to match the document in which you are pasting the selection, or to keep the text without any formatting applied. Click Apply Style or Formatting to display the Styles and Formatting Task Pane. Similarly an AutoCorrect Option button appears as a small blue rectangle below a word where AutoCorrect was signaled. Click the rectangle to display the AutoCorrect Option button and then the options. The example to the left shows the menu when YOu was corrected by AutoCorrect.



Change back to "YOu"
Stop Automatically Correcting "YOu"
Control AutoCorrect Options...

Exercise 1

1. Open Word. If the New Document Task Pane is not visible, click View, Task Pane. .
2. Click the More documents hyperlink below the Open a document heading in the New Document Task Pane
3. Open the Pickup Procedures file found on your diskette.
4. Click Edit, Office Clipboard to display the Clipboard Task Pane.
5. Select the title and click the Copy button on the Standard toolbar. Repeat for each paragraph in the document. All of the items should be listed in the Clipboard Task Pane.
6. Create a new blank document.
    a. Paste the third item in the task pane.

    b. Click the Paste Option button and select the Keep Source Formatting Option.
7. Create a new blank document.
    a. Change the page orientation to landscape and vertical alignment to center at the Page Setup dialog box.
    b. Change the font to 32 point Bookman Old Style italic and the font color to blue.
    c. Change the horizontal alignment to justified by clicking the correct button on the Formatting toolbar.
    d. Paste the last item on the Clipboard Task Pane.
    e. Click the Paste Options button and select Match Destination Document.
8. Open PowerPoint. Apply the design template of your choice.
9. In the title slide, paste the title so that it appears with the formatting applied according to your design template.
10. Close PowerPoint without saving.
11. Clear the items on the Clipboard Task Pane.
12. Close Word without saving any of the documents.

The latest version of Office offers handy access to Help. You can use the Ask A Question box on the Standard toolbar without displaying the Office Assistant in your document window.

Speech and handwriting recognition are new features in Office XP. As long as your system meets some special hardware requirements, you can select items from menus, toolbars, and dialog boxes using voice recognition. In addition, using a graphics tablet or similar handwriting input device, the software can convert your handwriting to typed text. Word and Outlook allow you to leave text in its handwritten form.

There are a couple of other new features in this version of Office. Security has been upgraded for users. You can use a digital signature protect your files and to confirm that the file has not been altered. Also, network administrators can run the software with less risk of macro viruses spreading through Office documents. In addition, error prevention and recovery tools have been added to the package to help things run smoothly. For example, if a program stops responding and you have to exit, the open documents that were open when the error occurred should appear in the

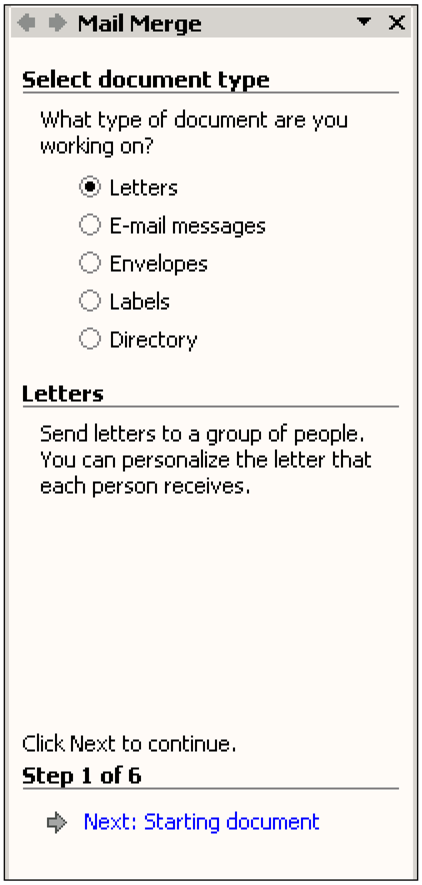
Document Recovery Task Pane the next time you open the program. There is also an Office crash-reporting tool that collects information about program crashes; this information can be sent to experts in your company or to Microsoft to correct any problems with the system.

New Features in Microsoft Word

While many of the popular features are the same in Office XP as they were in the previous version, some tools have been enhanced and a few features operate just a little bit differently.

Previously, you could only select one area of text at a time; you can finally select more than one nonadjacent area of text. You do this by selecting the first section and then holding down the Ctrl key while you select the others. If you use the Word Count feature, you can display the Word Count toolbar and check the current count repeatedly without having to open the dialog box.

While the footnote feature hasn't changed, it is accessed a little differently. Insert a footnote or endnote by clicking Insert, Reference, Footnote to display the Footnote and Endnote dialog box. Similarly, the Envelopes and Labels dialog box is now displayed by clicking Tools, Letters and Mailings, Envelopes and Labels.



Select document type

What type of document are you working on?

● Letters
○ E-mail messages
○ Envelopes
○ Labels
○ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

Not only is mail merge accessed differently, it is now guided by a wizard. To complete a mail merge you click Tools, and Letters and Mailings, Mail Merge Wizard. The Mail Merge Task Pane will appear to display the Mail Merge Wizard step by step. The first step will appear in a task pane like the example shown at the left. The merge process is very similar whether you are preparing letters, envelopes, or another type of document. Exercise 2 will guide you through a simple mail merge.

Exercise 2

1. At a new blank document, click Tools, Letters and Mailings, Mail Merge Wizard. The first step of the wizard should appear just like the example to the left, it is the step in which you select what type of document you want to create with mail merge. Click the letters option and then the Next hyperlink found at the bottom of the task pane.
2. At step 2 you determine where the main document will come from (creating a new one or from an existing document). Click the Start from an existing document option and then the Open button that appears in the bottom half of the task pane. Open the Community Picnic document found on your disk. Click the Next hyperlink that appears at the bottom of the task pane.
3. Step 3 is the point in which you create a data source or choose from an existing source. We will use an existing list, click the hyperlink to select a list and choose Volunteers from your data disk. Notice that the icon next to the file tells you that the data source is an Access Database. Be sure that all recipients are checked on the first column; this indicates that they will all be used for the merge. Click Next to move to the next step to write the letter.
4. In this step, the hyperlinks in the task pane are used to insert blocks of information instead of field by field. The Address block represents the inside address and should be inserted in that position, the Greeting block represents the salutation and should be inserted there. Each hyperlink displays a dialog box from which you can select the format for the information that is displayed through the merge. Insert those blocks in the existing letter. Place your insertion point in the blank space after *the* in the first paragraph to place the name of the booth where the volunteer will work. Click the More items hyperlink to display the field names and insert the *booth* field. Repeat to insert the time after the word *from* in the same sentence. Check your spacing in the paragraph. Click the Next hyperlink to preview your letters.
5. The preview will show you how the letters will look when they are printed. This gives you an opportunity to check for errors before the final merge. Review your letters and click either the print or edit hyperlink to continue. This is the final step of the Mail Merge Wizard. Close the task pane by clicking the X in the upper right corner.

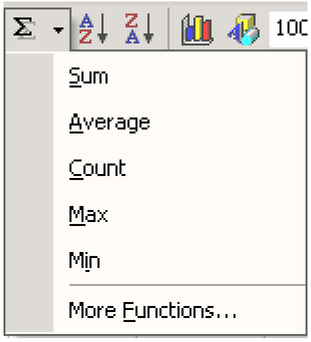
6. The merged letters can be saved as a normal document or simply printed.

New Features in Microsoft Excel

There have been a few basic changes or upgrades in the latest version of Excel, but most users will find Excel is very similar to its previous version.

The Help feature in Excel 2002 has been enhanced for formulas and functions. It now includes screen tips for functions. When you key a function in a cell, a screen tip appears showing the arguments for the function and a link to the Help topic for that function. Also, Excel offers task-based formula help which includes real-life examples and numeric problems.

A few familiar tools have been updated. The merge and center tool is very popular in Excel, but users seem to have difficulty finding the unmerge option in the Format Cells dialog box. You can now click the Merge and Center button on the Formatting toolbar to split the cells when the insertion point is in cells that have been merged. Another enhancement is to the AutoSum button; it now includes a drop-down list for you to choose from common functions. You can now add color to the worksheet tabs to help you organize your work. In addition, you can now add graphics to a header or footer in Excel.



Exercise 3

1. Open Excel and the Going Places worksheet.
2. Format the worksheet however you choose.
3. Merge and center the title.
4. Merge and center the subtitle.
5. Insert a row between the subtitle and column headings. Notice the Formatting Option button that allows you to select the formatting that the new row will use.
6. Using the AutoSum button, insert the total number of actual reservations per month for each month (do not include requests for information)
7. Using the AutoSum button, insert the highest number of requests for information in any one month in cell D11.

8. Move the insertion point to the subtitle row. Click the Merge and center button to split the cells and place the title in its original location. Close without saving.

Some new formula tools make Excel easier to use. A formula checking tool uses rules you specify to check for problems in your formulas. A formula evaluator is now available on the Formula Auditing toolbar, it allows you to see the parts of a nested formula in the order it is calculated.

New Features in Microsoft Access

A database created in a previous version must always be converted to be used with the latest version; this is also the case with XP. However, there is a tool to create a table to list information about errors in the conversion process, as long as you are converting from Access 95 or later.

The other upgraded features make Access simpler to use.

- You can now undo and redo multiple actions in the Design view of all objects.
- F8 is now a shortcut key to display a field list in the Design view of a form or report.
- Pressing Ctrl + Tab will move the focus from a form or report to a subsection of the object.
- In the Zoom option of Print Preview, 500% and 1000% have been added.

Changes to Microsoft PowerPoint

Some of the changes across Microsoft Office are beneficial in PowerPoint, specifically the diagramming options on the drawing toolbar. It is easier to use these options than the organizational chart feature in previous versions, and the objects require less disk space.

The other upgrades in PowerPoint are helpful for the user and make the program more useful for presenters.

- PowerPoint will now allow more than one design template applied in a single presentation.
- A drawing creating using the drawing tools can be saved as a picture by right clicking the picture.

- When you insert pictures from files on a disk or hard drive, you can now select multiple pictures and insert them at the same time.

Exercise 4

1. Open PowerPoint and the Office XP Sample presentation.
2. On the title slide, key your name as the subtitle.
3. Insert a second slide in a format that accepts clipart (second layout in the first row. Click the ClipArt icon in the placeholder and select an image.
4. On the second slide, click the Design Templates hyperlink in the Task bar. Select a template different from the one on the first slide; click the down-pointing arrow next to the template and then Apply to Selected Slides.
5. Close the presentation without saving.